
RED HOUSE MUSEUM, 281 OXFORD ROAD, GOMERSAL, WEST
YORKSHIRE.

WRITTEN SCHEME OF INVESTIGATION
FOR AN
ARCHAEOLOGICAL WATCHING BRIEF

January 2026

OSA

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OSA Method Statement.

SITE LOCATION: Red House Museum, 281 Oxford Road, Gomersal,
Cleckheaton

NATIONAL GRID REFERENCE: SE 20785 26259.

PLANNING REFERENCE NUMBER: 2025/62/92166/E (Kirklees Council)

LANDUSE: Former Museum and associated grounds.

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1.0 Summary.

1.1 Development comprising the “*Change of use and alterations to Museum, Cart Shed and Barns to form 3 Dwellings (Class C3) with associated landscaping and car parking (Listed Building within a Conservation Area)*” is proposed at Red House Museum, Oxford Road, Gomersal, Cleckheaton, BD19 4JP, West Yorkshire. The site has the potential to contain below ground archaeological remains relating to post-medieval settlement.

1.2 Due to the potential for the site to contain archaeological structures, deposits or artefacts associated with earlier settlement a programme of preservation by record is to be undertaken during construction works. This work is to satisfy a condition attached to the planning approval (Planning Reference No: 2025/62/92166/E). Condition 12 states that “*Other than construction works relating to the extension to the Barn building as detailed within submitted drawing titled ‘Barn Elevations and Proposed’ (AL)32revB no further development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme archaeological and architectural recording. This recording must be carried out by an appropriately qualified and experienced archaeological consultant or organisation, in accordance with a written scheme of investigation which has been submitted by the applicant to, and approved in writing by, the Local Planning Authority. Reason: To record any important archaeological evidence in the form, date, construction and use of the listed building in order to advance understanding and significance of heritage assets in accordance with paragraph 218 of the National Planning Policy Framework and Policy LP35 of the Kirklees Local Plan.*”

1.3 Consultation with the Kirklees Senior Conservation Officer has confirmed that the required works comprised two specific elements. 1 – historic building recording of the barn to Level 2/3 prior to conversion, and 2 – archaeological watching brief during groundworks required for the new car parking areas. This Written Scheme of Investigation has been prepared by *On-Site Archaeology Ltd*, to detail the methodology to be employed during the second of these elements, the below ground archaeological watching brief.

2.0 Site Location.

2.1 The site is centred on Ordnance Survey grid reference SE 20785 26259, within the town of Gomersal, Kirklees District, West Yorkshire. The site is located on the west side of Oxford Road, comprising a series of buildings, including the Grade II* Listed Red House, associated barn and coach house, sited within their own gardens.

2.2 The underlying bedrock geology of the site is Sedimentary Sandstone of the Lepton Edge Formation, of the Carboniferous Period. No Superficial deposits are recorded (<https://geologyviewer.bgs.ac.uk>). In view of the limited depth of the anticipated groundworks bedrock may not be encountered.

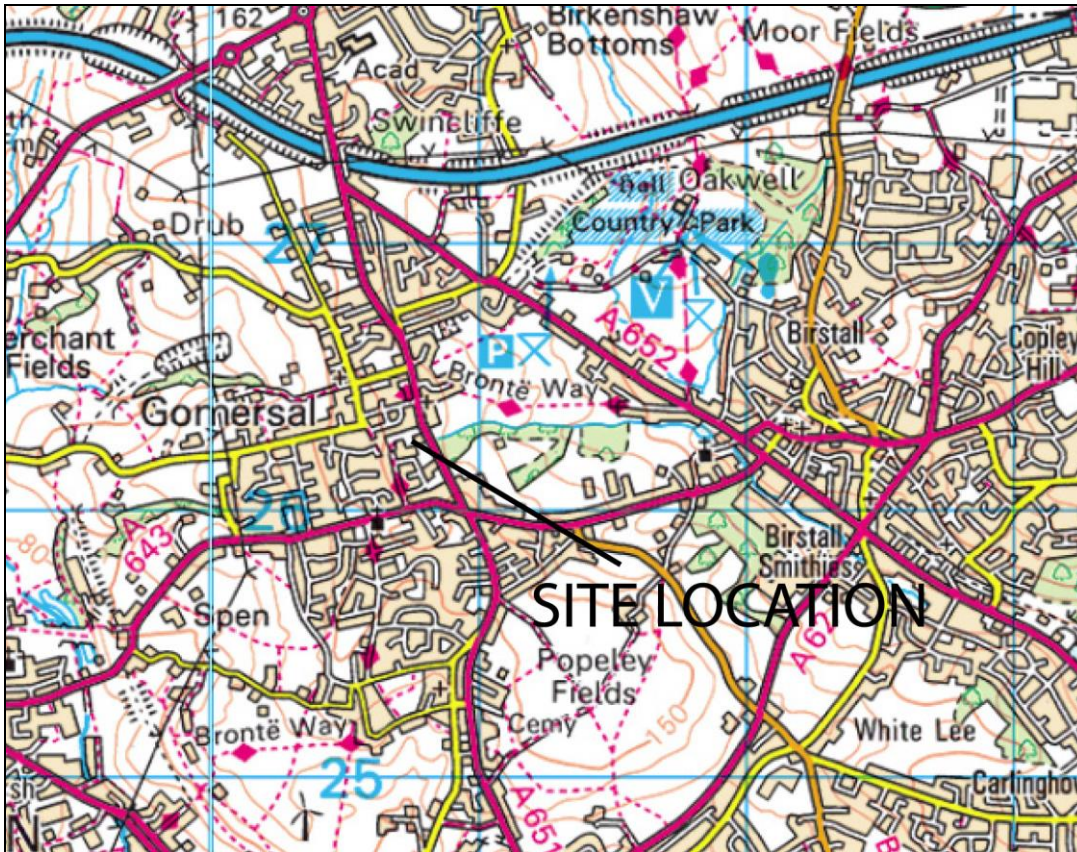


Figure 1. Site location (SE 20785 26259)

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Figure 2. Site location (red line boundary).

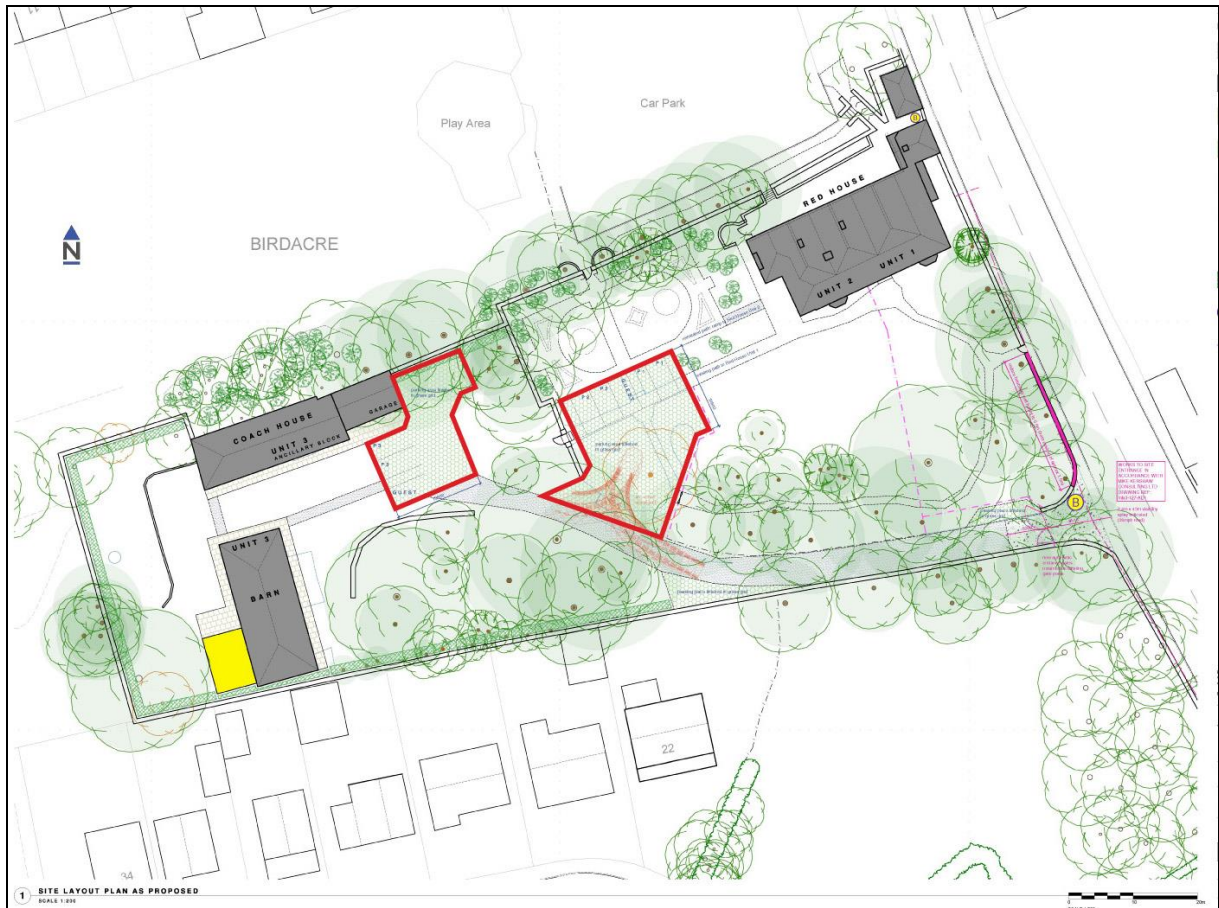


Figure 3. Proposed site plan (with car park areas outlined in red).

3.0 Archaeological Interest.

3.1 The detailed historical development of the site has been set out in the Heritage assessment (The Urban Glow Design & Heritage Ltd, 2025, Red House, Gomersal, Heritage Assessment to ASSESS THE Significance of the Red House Museum) and Heritage Impact Assessment (Humble Heritage, 2025. Former Red House Museum, Oxford Road, Gomersal, Cleckheaton, Heritage Impact Assessment), which were submitted with the planning application. A summary of the historical development of the site, drawn from the above documents, is presented below.

3.2 **c. 1550.** Richard Taylor purchased the land (and nearby land). The family were early merchant industrialists with Richard's son, Thomas, trading in wool and cloth being one of a newly emerging gentry class who were developing these traditionally small-scale industries into something larger and more organised. There was a house, barn and probably some other outbuildings arranged around a yard at this time but none survive today.

3.3 **1660.** The Red House was built apparently next door - and perhaps even adjoining - the Old House. The Red House makes a statement in dramatically departing from the local vernacular of soft sandstone and was built from deep red hand made brick.

3.4 **1698 & 1713.** Inventories of 1689 and 1713 show both the old and new houses still standing, with workshops and items associated with cloth manufacture. Sketches by Stephen Cauce show the likely historic plot layout of Red House as well as the fields referred to

within the inventories. The site contained a variety of ancillary buildings and structures but not the existing coach house or barn, which had yet to be built.

3.5 **1736-1805.** In the mid-late 18th century the Old House was demolished and the site became more akin to a gentleman's seat rather than a kind of hybrid farmstead. The site of the old house was made into a garden. The site became a cloth manufacturing and finishing businesses that later expanded to larger premises off site. There is early evidence of dyeing to the front of the existing Red House.

3.6 **c.1773.** The current barn was constructed in c.1773. This contained room for livestock to the ground floor and cloth inspection/finishing rooms to the upper floor. This upper floor may have begun life as a more conventional hayloft as to the west slit windows remain open and would have provided ventilation, whereas to the east a large glazed window was either built originally or was a later insert in order to allow maximum light within for textile manufacture. The loading doors also reflect the nature of this space as a warehouse.

3.7 **Late 1770s.** The Taylor family continued to prosper through the 18th and early 19th centuries, being pioneers in the mechanisation of woollen processing and the use of steam. The house was modernised and 'gentrified' acquiring much of its existing external appearance when it was dramatically modified. For example, the front and rear brick gables were removed, the front elevation may have been entirely rebuilt (as proposed in the listing entry) a new stair hall with gallery replaced the 'housebody' and a first floor chamber was raised to accommodate a grand parlour beneath. The alcoves in the ground floor parlour, the front door and the stair survive from this period internally as so much else has been subsequently removed.

3.8 **1830s.** Charlotte Brontë became a close friend of Mary Taylor, the daughter of Joshua Taylor, and the rest of the family, and frequently visited the Red House. The house and the Taylors featured centrally in the novel Shirley (published 1849), as 'Briarmains' and the 'Yorke' family, with the house described in detail, including reference to a painted window still evident. Mary Taylor (1817-1893) is also an interesting historical figure. She was a radical feminist who promoted independence from men and wrote articles and a novel after extensive foreign travels.

3.9 **1840.** A valuation itemises the *'house, kitchen, garden, lawn, shrubberies and plantation, Press shop, pearking shop, packing shop, counting house, coach house, cart shed, barn, stable and yard'*. The Taylor family were still involved in the domestic cloth working industry, where work was carried out in cottages and brought to the finishing and distribution centre at the Red House, and they oversaw its development into the factory system through the early 19th century. The counting house was evidence of the bank that the Taylors owned and ran.

3.10 **1854.** The first edition Ordnance Survey map shows the house and barn in their current locations but an earlier barn or other ancillary building on the site of the current coach house.

3.11 **c. 1850-1900.** A gothic style turret feature extension was added in stone to the rear east side of the house adjacent to Oxford Road in the Victorian period. This first appears on the 1894 Ordnance Survey map. An element of the house's front was also demolished to the south end of the building and the two stone bay windows were added. These canted bay windows are first shown on the 1894 map. Internally, fireplaces were replaced with great marble pieces in the upper chamber and main parlour. In the grounds the current coach house first appears on the 1894 map, replacing the earlier building here that was surveyed on the 1854 map. There was a large glasshouse to its east that no longer survives.

3.12 **1920.** The site was sold by Dr Richard Waring Taylor to Dr John Clifford Sykes. The new owners extended the house to the west, added a bay to the parlour and introduced large windows to both the west and east ends of the ground floor, with other minor additions to the east end of the house.

3.13 **1938.** After the death of Dr Sykes, the house was put up for sale again by Miss Sykes and it was advertised as the “*‘Briarmains of Shirley’ that contained 3 reception rooms, large hall, cloak room, 6 bedrooms and sewing room, 1 bathroom with lavatory and 1 separate lavatory, Maids’ bath, central heating, 2 large kitchen and larger and 2 cellars, Outside lavatory, wash house and coalhouse, garage for 3 cars, outhouses and 2 greenhouses, garden and paddock about 3 and half acres.*” The house was purchased by a Mr and Mrs Norman and Dorothy Shaw. Dorothy was a keen artist. One internal sketch shows the central arch of the hallway (added since an earlier photograph) and central spine wall of the house behind.

3.14 **1967.** Red House is added to the National Heritage List as a Grade II Listed Building.

3.15 **1969.** The site was sold to Spensborough Council with the intention to become a museum.

3.16 **1974.** The newly formed Kirklees Council took over the museum. In the early 1970s - as part of the conversion and development as a museum - extensive renovations took place. These included the drylining of many of the walls, including the main ground floor parlour, the re-plastering (in gypsum plaster) of several areas, the lifting of the hallway stone flags and the insertion of a plastic (likely non breathable) membrane beneath, and the boxing in of fireplaces. The Red House opened as a museum in 1974.

3.17 **1980s.** Refurbishment of the barn and cart shed for museum use was approved in listed building consent 83/04069 and repairs were carried out to the Red House in 1987 (listed building consent 87/1725).

3.18 **1993.** The coach house was remodelled (listed building consent 93/4086) and today has modern doors, modern internal partitions and other modern work.

3.19 **1996.** The entire rear elevation of the Red House was rebuilt in a new (matching) brick due the rear wall becoming unsafe. Late 20th century works also included the stripping out of any and all historic roof structures in the loft, including the likely dismantling of any historic ceilings. Due to the house being a museum of ‘Georgian life’ the Victorian fireplace

in the ground floor parlour was removed and replaced with a Georgian grate and surround sourced from elsewhere.

3.20 **1997.** The cart shed WC extension was approved (listed Building Consent 97/92466).

3.21 **2012.** Despite widespread modern changes, the house was re-assessed by Historic England and re-graded as a Grade II* listed building

3.22 **2016.** The museum was closed to the public pending Local Authority funding cuts in December 2016. The live-in guardians of the house were subsequently moved out and the house and land left unoccupied. Not surprisingly, following this action, vandalism commenced and stone slate roofing from the coach house and toilet block has been stolen.

3.23 **2021.** Consent was granted for a change of use of the existing museum and cart shed to commercial short term residential accommodation for holiday letting. The barn was excluded from these proposals and was thus to remain vacant

3.24 **2024.** The Council sold the site at auction. The new owner is local developer with a passion for the area and its local heritage assets.

4.0 Objectives of the Investigation.

4.1 The aim of the archaeological investigation is to preserve by record the archaeological remains that may be disturbed or exposed by the development of the site. This will be achieved through archaeological watching brief, recording and sample archaeological excavation (if archaeological features are exposed) in those areas to be impacted upon by the proposed development. The archaeological watching brief is specifically required for ground works associated with the installation of two car parking areas. This work would have the potential to expose structures and features associated with the development of the site from the post-medieval period to the present day.

4.2 Preservation by record will be followed by post-excavation analysis and dissemination of the results through the preparation and distribution of reports. It is possible that the results of the investigation may be of sufficient importance to warrant publication. This will be decided in consultation with the West Yorkshire Archaeological Advisory Service after the production of a report to be submitted to the Historic Environment Record.

4.4 The long-term care of the archive, (artefacts and records) will be managed through deposition within an appropriate institution, in this case the Kirklees Museum Service.

5.0 Mitigation Methodology.

5.1 The watching brief shall comprise the archaeological monitoring of groundworks required for the construction of the car park areas. The excavations will be undertaken under archaeological supervision. In the event that significant archaeological deposits or features are exposed the following methodologies will be followed for their excavation.

5.2 The complete excavation of features may not be necessary; a sufficient sample should be investigated to understand the full stratigraphic sequence, down to naturally occurring deposits. It is proposed that the following sampling of features will be undertaken: a) A 100% sample should be taken of all stake-holes. b) A 50% sample should be taken of all post-holes, and of pits with a diameter of up to 1.5m. c) A minimum 25% sample should be taken of pits with a diameter of over 1.5m; but this should include a complete section across the pit to recover its full profile. d) A minimum 20% sample should be taken of all linear features. All junctions and terminals will be investigated. Where possible sections will be excavated against the edge of excavation areas.

5.3 If features of special archaeological interest are found during the watching brief or any other features it may be necessary to further sample those features beyond the percentages suggested within the excavation strategy outlined above. If any such structures are present within the area of the proposed strip and record these may be 100% excavated to maximise finds retrieval. Any funerary contexts or in-situ floor or contemporary ground surfaces will also be 100% excavated, although these are not anticipated to be present. Any problems encountered during this investigation, which may require a variation in the investigation strategy, shall be discussed as a matter of priority with the WYAAS.

5.4 A full written, drawn and photographic record will be made of all material revealed during the course of the investigation. Plans should be completed at a scale of 1:50 or 1:20 (as appropriate) whilst section drawings should be at a scale of 1:10. Drawings will include representative sample sections if no archaeological features are encountered. If archaeological remains are present an appropriate section should be drawn to illustrate the remains and its location.

5.5 Photography: As of April 2022 the West Yorkshire Archaeology Advisory Service no longer requires the use of 35mm black and white film photography. When archaeological remains are encountered good quality digital photography may be employed. Images must be archived with the Archaeological Data Service. These images will assume the role of the "permanent photographic record" in place of monochrome 35mm photographs.

5.6 The archaeologist must plan for using this digital photography and prepare a Data Management Plan to track the various components of the site archive and their archiving procedures. A copy of the plan is included as an appendix to this WSI.

5.7 Images should be archived using the ADS Easy service (ADS Guidelines For Depositors).

5.8 In general good quality digital photography, using cameras with a minimum resolution of 10 megapixels; RAW format may be used to capture images on site, but these must be archived as required by the ADS. Digital photography should follow the guidance given by Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015. The contractor must include metadata embedded in the image file. This metadata must include the following: the commonly used name for the site being photographed, the relevant centred OS grid coordinates for the site to at least six figures, the relevant township name, the

date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.

5.9 If no further work is required on the site the WYAAS will recommend discharge of conditions once a satisfactory report has been received and all digital files have been accepted for accession by the ADS. This notification should be emailed to wyher@wyjs.org.uk.

5.10 A strategy for the recovery and sampling of environmental remains will be devised in collaboration with a recognised palaeo-environmental specialist. An opportunity shall be afforded for the Historic England regional science advisor to visit the site during the investigation, or to comment on the sampling strategy if a visit is impractical.

5.11 The following categories of artefacts may be expected on this site: pottery, ferrous and non-ferrous metalwork, glass, ceramic building materials and worked stone. These are most likely to be of 17th century and later date, although the possibility of earlier finds should not be excluded.

5.12 All stratified finds (artefacts and ecofacts) that predate the early modern period recovered during excavation will be collected and processed, unless variations in this principle are agreed with WYAAS. Finds will be collected by context. However, this does not preclude the potential for the adoption of more detailed collection strategies, such as 3D recording, in cases where this would clearly benefit interpretation of the archaeological remains.

5.13 All recording, marking and storage material will be of archive quality and recording systems will be compatible with the recipient museum. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs. Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication *First Aid for Finds (2001, 3rd Edition)*.

5.14 In accordance with the procedures outlined in Management of Research Projects in the Historic Environment (MoRPHE), all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

5.15 A specialist assessment report on the recovered artefacts will be undertaken, with a view to their potential for further study. The conservation report will form an Appendix to the assessment report. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

5.16 A rapid scan of all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues in or on pottery, and mineral-preserved organic material).

5.17 Waterlogged organic materials should be dealt with, following the English Heritage (and subsequent Historic England updates) documents, *Guidelines for the care of waterlogged*

archaeological leather, and *Guidance on the excavation, recording, sampling and conservation of waterlogged archaeological wood*. If preserved organic artefacts are encountered the project conservator will be consulted prior to lifting any such materials. Such organic preservation is not anticipated to be present on this site.

5.18 If significant archaeological remains are revealed during the investigation, then a programme of monitoring visits may need to be agreed with the WYAAS. The WYAAS will make a charge for site visits.

5.19 The strategy also allows for sampling for radiocarbon, archaeomagnetic and/or dendrochronological determinations, as appropriate. The advice of the English Heritage Advisor on Archaeological Science should be obtained with regards to appropriate sampling strategies. Sampling should adhere to the methodologies outlined in the English Heritage (2011) 'Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition)' guidance.

5.20 All finds of gold and silver (and prehistoric objects defined by the Act amendments as treasure) will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act and its subsequent amendments. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage. The terms of the Treasure act 1996, as amended, and the Treasure (Designation) Order 2002, must be followed with regard to any finds that might fall within its purview.

6.0 Report Preparation, Contents & Distribution.

6.1 Upon completion of the investigation, the artefacts, soil samples and stratigraphic information shall be assessed as to their potential and significance for further analysis.

6.2 A report shall be prepared to include the following:

- a) A non-technical summary of the results of the work.
- b) An introduction page to include the site code, planning reference number, dates when the fieldwork and post-excavation analyses took place, and a National Grid Reference.
- c) An account of the methods and results of the evaluation, including phasing and interpretation of the site sequence and spot dating of ceramics. This shall be supported by an overall plan of the site accurately identifying the location of trenches; individual trench plans as excavated indicating the location of archaeological features, with at least one section detailing the stratigraphic sequence of deposits within each trench; and photographs.
- d) A specialist assessment of the artefacts recovered with a view to their potential for further study. Allowance shall be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

- e) A specialist assessment of environmental samples taken, with a view to their potential for subsequent study.
- f) A specialist assessment of any technological residues or samples taken for dating purposes.
- g) An assessment of the archaeological significance of the deposits identified, in relation to other sites in the region.
- h) A conclusion with recommendations for further post-excavation work, if required.
- i) Details of archive location and destination, together with a catalogue of what is contained within the archive.

6.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority, and WYAAS, within an agreed timetable and subject to any contractual requirements on confidentiality. A pdf copy of the report should be sent to Historic England's Regional Science Officer. A pdf copy of the report (ISO19005-1 compliant) is to be supplied directly to the WYAAS within a period of two months following completion of fieldwork, unless specialist reports are awaited. In the latter case a revised date should be agreed with the WYAAS. Completion of this project is dependant upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this WSI.

6.4 A brief, interim report can be made available, subject to requirement, shortly after the completion of the fieldwork.

7.0 Copyright, Confidentiality & Publicity.

7.1 Unless the organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with *On-Site Archaeology*. Agreements on copyright should be agreed with the commissioning body at the outset of the project.

7.2 The circumstances under which the report or records can be used by other parties should be identified at the commencement of the project, as should the proposals for distribution of the report (see 6 above). *On-Site Archaeology* will respect the commissioning body's requirements over confidentiality but will endeavour to emphasise their professional obligation to make the results of archaeological work available to the wider archaeological community within a reasonable time (normally 6 months). By depositing the report *On-Site Archaeology* give permission for the material presented within the document to be used by the WYAAS, in perpetuity. *On-Site Archaeology* retains the right to be identified as the author of all project documentation and reports as specified in the *Copyright, Designs and Patents Act* 1988 (chapter IV, section 79). The permission will allow the WYAAS to reproduce material, including for commercial use by third parties, with the copyright owner suitably acknowledged.

7.3 *On-Site Archaeology* has a duty of confidence to the client commissioning the work. All aspects of publicity must be agreed at the outset of the project between the commissioning body and *On-Site Archaeology*.

7.4 The West Yorkshire HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. *On-Site Archaeology* will therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. Once a report has become a public document by submission to or incorporation into the HER, the West Yorkshire HER may place the information on a website.

7.5 During any fieldwork monitoring visits WYAAS officers will take digital photographs which may be published on the Advisory Service's social media feeds as part of an ongoing strategy to enable public access to information about current fieldwork in the county.

8.0 Archive Preparation & Deposition.

8.1 The requirements for archive preparation and deposition shall be addressed and undertaken in a manner agreed with the recipient museum, subject to the agreement regarding their collecting policy. The recipient museum will be contacted before commencement of fieldwork. Before commencing any fieldwork, the archaeological organisation must contact Kirklees Museum Service. The museum should be notified in writing of the commencement of fieldwork at the same time as WYAAS (The Tolson Memorial Museum, Ravensknowle Park, Wakefield Road, Huddersfield HD5 8DJ Tel. 01484 221000 ext 74537: HYPERLINK "mailto:Museum.Collections@kirklees.gov.uk" Museum.Collections@kirklees.gov.uk). It is the policy of the Tolson Memorial Museum to accept complete excavation archives, including primary site records and research archives and finds, from all excavations carried out in the District, which it serves. It is the responsibility of the archaeological organisation to meet the Tolson Memorial Museum's requirements with regard to the preparation of fieldwork archives for deposition (see Kirklees Archaeological Deposit Guide).

8.2 A site archive shall be prepared in accordance with the specification outlined in *Management of Archaeological Projects* (MAP2, English Heritage 1991, 5.4; Appendix 3). See also *Towards an Accessible Archaeological Archive, the Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales* Society of Museum Archaeologists 1995 and *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum, 2nd Edition, 2011).

8.3 The site archive, including finds and environmental material, subject to the permission of the relevant landowners, will be labelled, conserved and stored according to the United Kingdom Institute for Conservation (UKIC)'s *Guidelines for the preservation of excavation archives for long term storage* (Walker 1990) and the Museums and Galleries Commission's *Standards in the museum care of archaeological collections*. Provision shall be made for the stable storage of paper records and their long-term storage on a suitable medium, such as

archive standard ISO19005-1 PDF A format, a copy of which should be deposited with the Historic England archive. An index to the contents of the archive, together with details of its date and place of deposition will be included in the report.

8.4 Should no further archaeological work be initiated, the archive will be deposited with a suitable repository which meets the criteria for the storage of archaeological material (Kirklees Museum Service). An agreed allowance will be made for a contribution to the recipient museum towards the curation and storage of material.

9.0 Publication & Dissemination.

9.1 The information contained within the assessment report will enable decisions to be taken regarding the future treatment of the archaeology of the site and any material recovered during the investigation.

9.2 It is possible that the results of the archaeological investigation may be of sufficient importance to warrant inclusion within an academic peer reviewed journal such as the *Yorkshire Archaeology Journal*. This decision whether the text and illustrations for such an article will need to be produced will rest with the West Yorkshire Archaeological Advisory Service and will be taken after the production of a standard, final assessment report on the fieldwork.

9.3 Where no further work is envisaged, allowance will be made for the preparation and publication in a local journal (eg CBA Yorkshire Forum) of a brief note on the results of the evaluation and a summary of location and material held within the site archive.

9.4 Should further archaeological excavation be undertaken, a synopsis of the results of the assessment will be prepared for publication with the final results of any further fieldwork.

10.0 Monitoring, Health and Safety, Staffing & Insurance.

10.1 The work will be monitored under the auspices of the WYAAS who will be notified before the commencement of site works. WYAAS will make a charge for the site monitoring visit.

10.2 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork will comply with all Health and Safety legislation; this includes the preparation of a Risk Assessment.

10.3 *On-Site Archaeology* will ensure that they, or any proposed sub-contractors, are appropriately qualified to undertake such projects.

1.4 *On-Site Archaeology* will ensure that they are adequately insured, to cover all eventualities, including risks to third parties.

11.0 Personnel.

All work will be under the overall supervision of Mr. N Pearson MIFA (Member of the Institute of Field Archaeologists). Other project staff may include: -

<i>Project Officer</i>	Berny McCluskey
<i>Palaeo-environmental advisor</i>	Ellen Simmons Sheffield Archaeobotanical Consultancy University of Sheffield
<i>Human Remains</i>	Katie Keefe
<i>Finds Analysis</i>	Dr Chris Cumberpatch Hillary Cool Blaise Vyner
<i>Conservation</i>	York Archaeology
<i>Radiocarbon Determinations</i>	Beta Analytic Inc.

12.0 Appendix 1 ~ Digital Data Management Plan.

Project Administration
<ul style="list-style-type: none"> The project will be labelled with a unique code according to the year they were commissioned and the type of project followed by a Site name. Data will be further subdivided within the project folder according to its type. The project will also be provided with a unique accession code provided by the relevant collection authority. Digital data intended for deposition will receive a unique code provided by OASIS. As standard the digital report will provide details of the Project code and site name, the museum accession code (where applicable) the name of the Project Manager, company email address, telephone number, the name of the client the work was carried out on behalf of.
Data Collection
<ul style="list-style-type: none"> Digital photographic records (jpegs or preferably Tiff files if they can be taken in this format originally) of archaeology encountered, and its setting will be maintained for each project. A digital report (pdf) will include findings and interpretation, specialist reports, and copies of the context, drawing and photographic registers (where applicable). Cad drawings of trench locations, gids, baselines will be produced (where applicable) CAD drawings of selected plans, sections and elevations may also be produced (where applicable) Geophysical data will be stored in raw and interpreted formats (not applicable for this project)
Documentation and Metadata
<ul style="list-style-type: none"> Excel spreadsheets containing meta data pertaining to the deposited digital archive will be provided in a format that adheres to standards set out by the ADS
Ethics and Legal Compliance
<ul style="list-style-type: none"> Digital data will comply with data protection and privacy compliance obligations. Photographic images which include the general public will not be included within the deposited digital archive, unless express permission had been granted and will be included with the deposited digital data Copyright belongs to On-Site Archaeology and remains so in perpetuity, unless otherwise granted to a third party.
Storage and Backup
<ul style="list-style-type: none"> Digital data will be stored on the server, backed up on external hard drives and uploaded to the P-Cloud on a weekly basis Digital photographs will be downloaded and backed up on the server on a weekly basis. The files will be saved to the relevant site folder and saved under their download date.
Selection and Preservation
<ul style="list-style-type: none"> Data produced may need to be rationalised through a selection process before being deposited with a digital, archive with an aim to retain one representative photograph per archaeological feature in order to avoid duplication. Data rationalisation will follow the FAIR principles (Findable, Accessible, Interoperable, Reusable) In some circumstances cost benefit analysis may preclude the inclusion of non-essential data that does not directly contribute to the preservation by record of the project ADS initial flat fee £160 plus VAT (price includes 150 free photographs) price increases as with any additional item of data
Data Sharing, Accessibility and Reuse
<ul style="list-style-type: none"> Digital data will be deposited with the ADS in the required accessible formats suitable for the standard ADS interface unless the results of the work merit a more interactive interface, in which case we will liaise with the ADS to discuss options
Responsibilities
<ul style="list-style-type: none"> Data management will be carried out by the managing director of On-Site Archaeology, Nicholas Pearson